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JOB POSTING FOR 2026-2027 SCHOOL YEAR

TITLE: Preschool SSP-Classroom Aide	**FLSA:** NON-EXEMPT
REPORTS TO: Early Childhood Program Director	**POSTED:** September 30, 2026
SALARY: Instructional Support SSP, Commensurate with SSP Contract - starting at $15.75 per hour	**WORK SCHEDULE:** 7.5 hrs. per day, Monday through Friday.
LOCATION: Early Learning Center	

POSITION SUMMARY

The Preschool SSP Classroom Aide will assist with managing the overall day-to-day operations of a preschool classroom in St. Johns Public Schools, under the supervision of the Preschool Teacher, and will assist in implementing developmentally appropriate activities utilizing the approved curriculum/approach with children. The Preschool SSP Classroom Aide will assist with maintaining standards of quality in the classrooms required by State licensure and NAEYC accreditation; record anecdotal observations of children on a daily basis, and assist in completion of the assessment of the children's development where directed by the Preschool Teacher. The selected candidate will interact with children and their families.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Aside from general support of learning and development, the candidate will:

- Create a safe environment designed to promote the physical, cognitive, and emotional growth and development of each child;
- Work cooperatively to develop and implement classroom activities and curriculum;
- Manage classroom and lead transitions from one activity to another;
- Guide children through interactions and foster children's use of language and conflict mediation skills;
- Engage/supervise developmentally appropriate activities inside and outside, participate in children's play, and foster creative use of materials;
- Fill in as the Assistant Teacher when the Teacher or Assistant Teacher are absent.
- Provide the Teacher and Assistant Teacher with a daily lunch break.
- Attend all mandatory trainings and meetings as assigned.

- Other duties as assigned by the teacher, building principal and/or early childhood programs director.

Additionally, the Preschool SSP Classroom Aide will assist with: keeping accurate records of the children's attendance; meal records; unusual incident reports; medications; allergies; and sign-in sheets for the parents; maintaining the arrangement and appearance of the learning environment.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Must have a secondary school diploma or its recognized equivalent.
- Child Development Credential (CDA) or an Associate's Degree in early childhood education or child development or the equivalent; or an existing 120 hour approval - *preferred.*

EXPERIENCE:

- Experience and knowledge in both: Early Childhood Education and developmentally appropriate practices - *preferred.*
- Experience with the Creative curriculum - *preferred.*
- Crisis Prevention Institute (CPI) training preferred. CPI training will be provided.
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with staff, and thrive in a team-oriented environment.
- Basic computer skills; experience using Google Apps *preferred*
- Experience with children in a group setting.
- Experience with activity methods used with young children; materials/equipment used in group settings of young children; positive discipline and redirection techniques.
- Good organizational skills.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain confidentiality
- Ability to work collaboratively with a variety of individuals
- Satisfy all health requirements required by school law
- Flexibility that will allow carrying out requests or directives from the building principal to facilitate the successful operation of a program
- Ability to meet additional requirements specified by individual teachers, as the result of unique classroom needs
- Understanding of the teaching/learning process.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Excellent oral and written communication and human relations skills.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors during the school year.

If interested in this position, please apply through Fast Track.
A completed online application is required for all applicants.
This position will be posted internally only until October 7, 2026, then until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.